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ABSTRACT

The Regional Medical Libraries and Regional Medical Programs are making efforts to improve access to the scholarly record of medicine to all health professionals through hospital and other clinical environments. This working paper furnishes an explanation of: (1) the background and preparation of hospital library survey forms used by the Ohio Valley Regional Medical Program, University of Louisville division, and (2) the procedure used by the University of Louisville for surveying hospital libraries within the Ohio Valley Regional Medical Program area. All forms described have been tested and implemented by the University of Louisville, Library Extension Service. (MF)

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Papers and Reports No. 4

Hospital Libraries
A Method for Surveying for the Ohio Valley Regional Medical Program,

A Working Paper*

by

Nancy Lorenzi
University of Louisville

LT 002186

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Detroit
February 1970

PREFACE

Efforts are being made by Regional Medical Libraries and Regional Medical Programs to improve access to the scholarly record of medicine to all health professionals through hospital and other clinical environments. What methods, techniques, and attitudes should be used to establish an organization to accomplish this goal has not yet been determined. Each geographic area has an institutional configuration that is unique. Experimentation is therefore necessary.

Nancy Lorenzi, at the University of Louisville, working through the Ohio Valley Regional Medical Program has devised an approach to gather data on hospital library services which allows for evaluation and immediate consultation which is described in her working paper. One of the difficulties of any new social program is deciding when sufficient information is available on which to make decisions for action. In my opinion, Miss Lorenzi has combined the best of three worlds: 1) She has devised methods of collecting data for decision, management, and planning; 2) while collecting data immediate evaluations and proposals for assistance can be made; 3) the program is designed for continuous monitoring and improvement. This happy combination is rare in library programs. All too frequently programs are instituted which attempt to solve complex problems by the introduction of a single technique or a mere extension of an existing organization. Medical libraries function in a complex social environment. The entire environment must be studied and consequences anticipated when actions are taken.

Certainly, Miss Lorenzi is not promoting her "approach" to dealing with complex problems as the ideal or best approach. She is demonstrating a willingness to share her thinking and experiences to date. Anyone undertaking a similar endeavor should be aware of her work.

Vern M. Pings
Director
KOMRML
27 February 1970

OBJECTIVE: To Furnish An Explanation of:

1. The background and preparation of hospital library survey forms used by the Ohio Valley Regional Medical Program, University of Louisville division.

2. The proceedure used by the University of Louisville for surveying hospital libraries within the Ohio Valley Regional Medical Program area.

INTRODUCTION

The geographic region of Ohio Valley Regional Medical Program encompasses Southern Indiana, Southwest Ohio, several Virginia and West Virginia counties, all of eastern and central Kentucky and western Kentucky with the exception of the far western tip.

Within the Ohio Valley Regional Medical Program area, there are three medical schools, the University of Cincinnati, the University of Kentucky at Lexington and the University of Louisville.

The Ohio Valley Regional Medical Program consists of a combination of inter-related education, patient care and research activities within and among the defined network of selected cooperating hospitals. Eight hospitals within this area have elected to become skeleton hospitals for the Ohio Valley region. The skeleton program has as its objective the creation of a structural framework of cooperation among hospitals within the region at all levels of medical care function. The network of inter-hospital inter-relationships so developed would serve as the organizational framework from which extensions can be made over time to involve other area hospitals not participating in the initial skeleton program.

One section of the Ohio Valley Regional Medical Program is Librex. The acronym Librex (Library Extension Service) refers to an active component of the skeleton program which would be instituted in all hospitals of the network. It would function as a library extension service with the objective of developing the local availability of bibilographic resources to all affiliated hospitals.

Two primary purposes of the Librex function are to assure the accessible supply of printed information or materials to practitioners active in the hospital and to support the education research and patient care activities of the skeleton program. The library extension service, as specified by the Ohio Valley Regional Medical Program, would be divided into four areas.

Area 1. Development of bibliographic information capability.

a. Accessible supply of printed information to practitioners
b. Support of skeleton education, research and patient care activities
c. Maintenance of appropriate core collections in hospitals
d. Establish links with other area library resources of the region

Area 2. Training of library services personnel

a. Librarian, medical records librarian, library clerk
b. Consultant services for hospital librarians

Area 3. Communications network

a. TWX teletypewriter links
b. Sub-regions within the Ohio Valley area

In order to more efficiently initiate the objectives of the Ohio Valley Regional Medical Program within our area, surveys of each hospital's library facilities would be required.

FORM PREPARATION

One of the first tasks was to devise a geographic list of the hospitals that had been assigned to the University of Louisville section of Ohio Valley Regional Medical Program (Sample 1).

The list includes, in alphabetical order according to city, the following information: Hospital name, telephone number, administrator, library, librarian and a section for date of survey. This list is a constant reference guide to our Ohio Valley area.

After surveying six hospitals, we found a definite need for standardization of the data we were obtaining. Therefore, survey forms were prepared. The forms were designed to be used with hospitals that have extensive collections as well as hospitals that have non-existent collections.

Sample 2: Introductory letter. This letter is mailed to the hospital administrator and briefly explains the Ohio Valley Regional Medical Program, introduces the library extension service and either my assistant, Miss Glasson or myself as library extension representatives. The letter contains blank spaces for inclusion of the date we could visit their hospital.

Sample 3: Library Extension Service brochure. Designed to explain the library extension service to administrators, librarians, physicians and/or health related personnel. The forms have detachable calling card of the regional extension librarian which the physician may carry in his wallet for use outside the office.

Sample 4: Library profile. The profile is divided into three sections--Sections 1 and 2 are designed to give completely general information at a glance. The third section is longer and in more detail. The first section (general) includes name of institution, address, administrator, telephone number and the date surveyed. The second section (hospital) includes type of control, service, approvals, facilities and services, training programs, length of stay and comment section. The third section (library) includes general information, description of physical environment, technical services, public services, personnel and administration.

Sample 5: Consultation form. Since the libraries that we were surveying presented the same basic problem areas, a check list format for consultation was divised. The first section states, "No consultation is required until budget is available, work directly with doctors." The second section lists the areas which require consultation. The areas are technical services, public services and miscellaneous. Spaces are available for non-listed areas.

Sample 6: Reference request form. This form was designed so that area hospital librarians could do reference on a local level and if no answer was located or if no reference tools were available, the request form could be forwarded to the regional extension library.

Sample 7: Survey check list: This form is used to assist the regional extension personnel in organizing their time and effort in the survey visits.

Sample 8: Attitudinal profile. The attitudinal profile was suggested by and designed in conjunction with Miss Particia Bentley of the University of Cincinnati, Library Extension Service.

Since attitude and personality are determining factors in library extension service relationships, the confidential attitudinal form printed on pink paper is extremely important. The attitudinal profile will assist consultants in determining the type of approach to be utilized in each institution. This subjective form is divided into three sections: (1) attitude of librarian, (2) attitude of administration, and (3) check list relative to total librarian's performance.

All forms described have been tested and implemented by the University of Louisville, Library Extension Service.

SURVEY PROCEDURE

Pre-survey:

Prior to visiting each institution the following is accomplished. (1) A folder labeled with the institution's name and address is prepared for the institution that is to be visited. The following is included within each folder: (a) library profile, (b) consultation form, (c) ten copies of the reference request form, (d) ten copies of interlibrary loan forms, (e) a copy of the Abridged Index Medicus,* (f) a list of films available through the Kentucky State Health Department**, (g) library supply catalogs from Brodart, Demco and Gaylord, and (h) a pre-addressed stamped envelope, used only if the survey requested by the Ohio Valley Regional Medical Program, Central Office is not completed.***

*Fifty copies of the Abridged Index Medicus were purchased for the University of Louisville by the Ohio Valley Regional Medical Program, Central Office.

**The Kentucky State Health Department has a program of lending a Fairchild Mark IV projector and films for two weeks.

*** The Ohio Valley Regional Medical Program Central Office survey is adapted from the Case Western Reserve survey of Ohio hospitals.

(2) Information in Hospitals, Guide Issue, 1969, and Directory of Approved Internships and Residencies, 1968 - 1969, is transfered to the library profile.

(3) The introductory letter as well as a copy of the Library Extension Service brochure and the survey required by the Ohio Valley Regional Medical Program Central office are mailed to the administrator.

(4) On the date indicated in the introductory letter we telephone the administrator to confirm our visit.

(5) The library extension service representative's preassembled kit is checked and missing material replenished. The following is a list of the kit's contents. (a) library supply catalogs from Brodart, Demco and Gaylord, (b) a copy of the Abridged Index Medicus, (c) information from five different library binders located in Cincinnati and Indiana, includes prices and buckram samples, (d) a booklet containing the addresses of the American Medical Association, Medical Library Association, United States Book Exchange, Kentucky-Ohio-Michigan Regional Medical Libraries, various binders, other library and/or medical related organizations, etc., (e) a plastic pamphlet box.*

(6) The Sony cassette tape recorder is checked for battery level as well as tape supply.**

* The University of Louisville representatives have been explaining the possibilities of using pamphlet boxes instead of binding.

** Permission is asked of the administrator and the librarian interviewed to use the tape recorder. Thus far, no one has denied permission.

Survey Visit:

Each interview varies according to institution conditions, but for the most part, conforms to the following format.

(1) A visit with the administrator to explain the Ohio Valley Regional Medical Program and the Library Extension Service.

(2) Visit to library area.

(3) Visit with the librarian. During this interview questions on the library profile are asked.

(4) General discussion as well as visiting with physicians, nurses, etc., to discuss the Ohio Valley Regional Medical Program.

Post-survey:

As soon as possible after the visit, (1) the information is transfered from the tape to the library profile form. (2) Any questions that occurred during the interview are answered. (3) Appropriate spaces are checked on the consultation form. (4) The confidential attitudinal profile is completed. (5) Hospitals and librarians are classified according to two scales*: Scale 1: An overview of the hospital for purposes of future consultation activities. Scale 2: An overview of the librarian's grasp of library functions for future educational training programs.

*These scales have been subjectively designed and are now in the process of being tested by the University of Louisville, Library Extension Service.

Scale 1*

1: Adequate funding, enthusiastic librarian, existing library appears to be supported by the administration, physicians and hospital staff.

2: Adequate funds not available, enthusiastic librarian (but) support of library development by administration, physicians and hospital staff non-existent.

3: Funds available, non enthusiastic library personnel, support of library by administration, physicians and hospital staff underdeveloped.

4: Funds available, non-enthusiastic library personnel but support of library by physicians.

5: No funds, facilities or interest.

The University of Louisville, Library Extension Service will concentrate on categories 2, 3, and 4. It is hoped that this ranking will facilitate better service to libraries and more efficient use of Ohio Valley Regional Medical Program personnel. It does not exclude categories 1 or 5 from our attention, but allows for a different type of approach to these institutions.

*Suggested by and produced in consultation with Miss Patricia Bentley, University of Cincinnati and Miss Marjorie Glasson, University of Louisville.

Scale 2

0: No person responsible for library activities.

1: Low grasp of library functions.

2: Intermediate grasp of library functions.

3: High grasp of library functions.

Scale 2 is an overview of the librarian's grasp of library functions for future educational training programs. Subjective criteria have been established only for the intermediate category.* If a person fulfills the requirements of the subjective criteria they are rated intermediate. If a person performs above the criteria they are rated high; low is assigned to those not performing according to the subjective criteria.

After the survey phase the University of Louisville, Library Extension Service plans the following educational activities: (1) region wide work shops for those rated 2 and 3, and (2) a series of local work shops for those rated 1 and 0.

This working paper represents the operation of the University of Louisville, Library Extension Service. Plans, procedures and scales in this paper are in operation in Louisville and have met the requirements of working with hospitals serving both urban and rural populations.

*This subjective rating will be utilized until standards of performance and ratings are produced by the Kentucky-Ohio-Michigan Regional Medical Library Program.

Nancy Lorenzi
University of Louisville
Regional Extension Librarian

INSTITUTION--ADDRESS	TELEPHONE	ADMINISTRATOR	LIBRARY	LIBRARIAN	DATE SURVEYED
HARDINSBURG, KY. 40143 Breckinridge Memorial Hospital Box 189		Homer D. Young	Y_____ N_____		_____
HARTFORD, KY. 42347 Ohio County Hospital 1211 Main Street	298-3234	James L. Clark	Y ?_____ N_____	Ms. Joan Westerfield (Medical Records)	11-12-69
HENDERSON, KY. 42420 Community Methodist Hospital Atkinson Park	826-6251	Charles F. Jarrett	Y_____ N_____	Mrs.Josephine K.Stokes	_____
HORSE CAVE, KY. 42749 Caverna Memorial Hospital U.S. 31-W		L.A. Davenport	Y_____ N_____		_____
LAGRANGE, KY. 40031 Mallory-Taylor Memorial Hospital Highway 146	279-5371	Porter Lady	Y_____ N X		1-16-70
LEBANON, KY. 40033 Mary Immaculate Hospital St. Mary's Road	692-3161	Sister Mary Dominic Stine, R.N.	Y_____ N_____	Sister Theodore Kline	_____
LEITCHFIELD, KY. 42754 Grayson County War Memorial Hospital 125 E. Market	259-3134	Mrs. Inis Smith	Y_____ N_____		_____
* LOUISVILLE, KY. Children's Hospital 226 E. Chestnut St. 40202	582-1831 Ext. 225	Frederick Ryan Veeder	Y X N_____	Mrs. Mary Mix	1-7-70
Hazelwood Tuberculosis Hospital Bluegrass Avenue 40215	361-2301 Ext. 78	John L. Clayton	Y X N_____	~~Mrs. Mary Grant~~ Mrs. Faye Edwards (Part-time Red Cross Volunteer)	1-14-70

SAMPLE 1

UNIVERSITY OF LOUISVILLE
LOUISVILLE, KENTUCKY 40202

(502)-582-2211
Ext. 355
101 WEST CHESTNUT STREET

SCHOOL OF MEDICINE
THE KORNHAUSER MEMORIAL
MEDICAL LIBRARY

Dear

In 1965, the Congress approved Public Law 89-239: Title IX--Education , Research, Training and Demonstration in the Fields of Heart Disease, Cancer, Stroke and related Diseases. By this law Regional Medical Programs were established. In the Ohio Valley area, the Regional Medical Program was sponsored by the University of Cincinnati, University of Kentucky and the University of Louisville. The Program's development was supported by a planning grant from the Division of Regional Medical Programs, awarded in January, 1967.

The Library Extension Service of the Ohio Valley Regional Medical Program began operation on August 1,1969. Under this program, regional extension librarians are available to assist your hospital in developing a hospital library, training the person selected by you to operate the library, assisting the physicians' location of information on medical subjects and offering seminars and training programs on hospital library operation.

The University of Louisville, Medical School Library has delegated me regional extension librarian for western Kentucky. Before any assistance can be given, a visit to your institution will be necessary by myself and/or the OVRMP Technician who assists me.

The Ohio Valley Regional Medical Program Office has requested that the regional extension librarians assist them with a survey of hospital libraries. Enclosed you will find the OVRMP home office survey. Please give the survey to your librarian for completion. I shall be happy to answer any questions in regard to the survey during my visit.

If possible, I would like to visit your institution on to discuss the Ohio Valley Regional Medical Program's Library Extension Service with your librarian, the Library Committee Chairman and any other interested physicians and personnel. I shall telephone you on to confirm this visit.

I am looking forward to meeting you and discussing library services to your hospital.

Sincerely,

OHIO VALLEY REGIONAL MEDICAL PROGRAM

LIBRARY PROFILE

INSTITUTION NAME:

ADDRESS:

ADMINISTRATOR:

TELEPHONE:

DATE OF SURVEY:

SURVEY CONDUCTED BY:

HOSPITAL (GENERAL INFORMATION)

CONTROL:

TYPE OF SERVICE:

APPROVALS:

1. Accrediation
2. Cancer program
3. Residency
4. Internship
5. Medical school affiliation
6. Professional nursing school
7. Practical nurse training prog.
8. Member council of teaching hosp.
9. Blue cross contracting
10. Medicare certification

FACILITIES AND SERVICES AVAILABLE:

1. Path. Lab.
2. Dental facilities
3. Pharmacy
4. Occupational therapy
5. Physical therapy
6. Premature nursery
7. Outpatient department
8. Emergency Department
9. Psychiatric inpatient unit
10. Rehabilitation inpatient unit
11. Postoperative recovery room
12. Social work department
13. Hospital auxilary
14. Supervoltage x-ray therapy
15. Coronary care unit
16. Home care program

TRAINING PROGRAMS:

LENGTH OF HOSPITAL STAY: ___Short ___Long term

BEDS: PERSONNEL

ATTENDING STAFF PHYSICIANS:

COMMENTS:

LIBRARY

GENERAL INFORMATION:

LIBRARIAN:

OTHER LIBRARY PERSONNEL:

LIBRARY HOURS:

DO PHYSICIANS HAVE ACCESS TO COLLECTION WHEN LIBRARY IS CLOSED?

MLA MEMBERSHIP?

INDIVIDUAL _____ INSTITUTION _____

TOTAL BUDGET:

DOES IT INCLUDE PERSONNEL SALARIES?

SOURCE OF FUNDING:

DESCRIPTION OF PHYSICAL ENVIRONMENT:

LOCATION OF LIBRARY

DOES LOCATION OF LIBRARY ALLOW EASY ACCESS?

GENERAL IMPRESSION OF THE LIBRARY:

A. ENTRANCE AREA:

B. LIBRARIANS' OFFICE, WORK SPACE, ETC.:

C. MAIN LIBRARY READING ROOM:

D. INFORMAL READING OR SPECIAL LOUNGING AREAS, ETC:

THE FOLLOWING IS A LIST OF ITEMS USUALLY FOUND IN A LIBRARY. THE LETTER IN FRONT OF THE ITEM CORRESPONDS TO THE LOCATION ACCORDING TO THE FOUR AREAS LISTED ABOVE.

_____CARD CATALOG _____CIRCULATION DESK

_____BULLETIN BOARDS _____BOOK DISPLAYS

_____DICTIONARY DISPLAYS -----OTHER

_____CURRENT JOURNAL DISPLAYS

_____SEATING (INCLUDE NUMBER_____)

UNUSUAL FEATURES OF THE LIBRARY:

COMMENTS:

3. TECHNICAL SERVICES

A. BOOKS

(1). ACQUISITIONS:

SIZE OF COLLECTION:

NUMBER OF BOOKS ADDED PER YEAR:

BUDGET:

TYPE OF MATERIAL ACQUIRED:

ORDERING PROCEDURE:

FORMS USED:

DEALERS USED:

(2). CATALOGING:

DOES THE LIBRARY SUBSCRIBE TO THE "CURRENT CATALOG"?

CLASSIFICATION SYSTEM:

CATALOG CARDS OR PROOF SHEETS:

TYPE OF CARD CATALOG:

SUBJECT HEADINGS:

(3). SHELVING:

(4). COMMENTS:

B. JOURNALS

(1). ACQUISITIONS

SIZE OF JOURNAL COLLECTION:

DOES LIBRARY PARTICIPATE IN ANY EXCHANGE PROGRAMS. IE MLA USBE, VA.

SUBSCRIPTIONS: DONATIONS:

DEALER(S):

NUMBER OF SUBSCRIPTIONS ADDED PER YEAR:

BUDGET:

HOW LONG ARE BACK ISSUES OF JOURNALS KEPT?

(2). CHECK-IN-SYSTEM:

(3). ARE JOURNALS ROUTED TO INTERESTED PERSONNEL?

(4). SHELVING:

(5). BINDING:

NUMBER OF TITLES BOUND:

BINDERY:

BINDING BUDGET:

(6). CATALOGING:

(7). COMMENTS:

4. PUBLIC SERVICES:

A. REFERENCES:

(1). REFERENCE TOOLS AVAILABLE:

(2). SPECIAL REFERENCE BOOK COLLECTION:

(3). TYPE OF REFERENCE QUESTIONS ANSWERED:

(4). APPROXIMATE NUMBER OF REFERENCE QUESTIONS ANSWERED PER MONTH/YEAR.

(5). COMMENTS:

B. INTERLIBRARY LOAN

(1). HOW MANY INTERLIBRARY LOANS ARE INITIATED PER MONTH/YEAR?

(2). FOR WHOM ARE REQUESTS MADE? IE PHYSICIANS, NURSES, ETC.

(3). WHERE ARE THE LOANS OBTAINED?

(4). SYSTEM FOR FILING LOAN REQUESTS.

LOANS COMPLETED:

LOANS OPEN:

(5). PROCEDURE FOR DISTRIBUTING COMPLETED LOANS.

(C). COMMENTS:

C. CIRCULATION:

(1). CHECK-OUT POLICY.

(2). CHECK-OUT PROCEDURE

(3). LOAN TIME:

(4). CIRCULATION RATE:

(5). RENEWALS:

(6). OVERDUES: FINES:

(7). COMMENTS:

D. PHOTOCOPY:

(1). WHERE IS THE PHOTOCOPY MACHINE LOCATED?

(2). IS THERE A CHARGE?

(3). ARE PAGES LIMITED?

E. ALERTING SERVICE

(1) DOES LIBRARY NOTIFY PHYSICIANS OF BOOKS OR JOURNAL ARTICLES IN THEIR AREAS OF INTEREST?

(2). METHOD OF ALERTING: IE LETTER, TELEPHONE, ETC.

(3). COMMENTS

F. NON-PRINT COLLECTION:

___AUDIO DIGEST TAPES	___FILM STRIPS
___FILMS	___TRANSPARENCIES
___SLIDES	___VIDEO TAPES
___RECORDS	___OTHER

(1). IS MATERIAL CHECKED OUT?

(2). HOW IS MATERIAL STORED?

(3). CATALOGED:

(4). IS MATERIAL PURCHASED:

(5). COMMENTS:

5. PERSONNEL:

HOURS LIBRARIAN WORKS IN LIBRARY PER WEEK.

DOES THE LIBRARIAN PARTICIPATE IN ANY NON-LIBRARY DUTIES?

WHAT ARE THEY?

AMOUNT OF TIME INVOLVED?

DOES THE LIBRARIAN BELONG TO ANY LIBRARIANS ORGANIZATIONS? WHICH ONES?

IS THE LIBRARIAN INVOLVED WITH CONTINUING EDUCATION PROGRAMS AT THE HOSPITAL?

IS THE LIBRARIAN INCLUDED IN THE DECISION-MAKING POLICIES REGARDING THE LIBRARY?

DOES THE LIBRARIAN KNOW OTHER LIBRARIANS NEARBY?

COMMENTS:

6. ADMINISTRATION

IS THERE A LIBRARY COMMITTEE?

WHO ARE MEMBERS AND WHICH DEPARTMENTS DO THEY REPRESENT?

DOES THE LIBRARY COMMITTEE APPROVE SELECTIONS?

DOES THE LIBRARY OPERATE INDEPENDENTLY OF HOSPITAL FUNDING/SERVICES OR DOES IT USE HOSPITAL FACILITIES, SUCH AS PURCHASING, ACCOUNTING, PHOTOCOPY?

ARE THERE SEPARATE COLLECTIONS IN THE HOSPITAL?

IF SO, ARE THEY MAINTAINED BY THE LIBRARY?

BOOKKEEPING POLICIES USED IN THE LIBRARY:

COMMENTS:

DATE:_____

OHIO VALLEY REGIONAL MEDICAL PROGRAM
LIBRARY EXTENSION SERVICE
CONSULTATION FORM

HOSPITAL NAME:_____

ADDRESS:_____

TELEPHONE:_____

LIBRARIAN:_____

_____NO CONSULTATION REQUIRED UNTIL BUDGET IS AVAILABLE, WORK DIRECTLY WITH DOCTORS.

CONSULTATION SERVICES WILL BE REQUIRED IN THE FOLLOWING AREAS:

TECHNICAL SERVICES

ACQUISITIONS

_____SELECTION OF A BOOK/JOURNAL DEALER

_____BOOK SELECTION

_____ORDERING

_____ACQUISITION FORMS

CATALOGING

_____CATALOGING AIDS, NLM CURRENT CATALOG, ETC.

_____SELECTION OF A CLASSIFICATION SYSTEM

_____SUBJECT HEADINGS

POOR ORIGINAL COPY - BEST AVAILABLE AT TIME FILMED

_____FORMAT FOR CATALOG CARDS

_____LC CARDS

_____HOW TO DEVELOP A CARD CATALOG

_____FILING

_____LABELING BOOK SPINES

_____BOOK POCKETS

JOURNALS

_____JOURNAL SELECTION

_____JOURNAL CHECK-IN SYSTEM

_____BINDING

_____SELECTION OF A BINDERY

MANAGEMENT

_____BUDGETING

_____BOOKKEEPING

_____WEEDING PRESENT COLLECTION

_____COMPILING A HOLDINGS LIST

_____COMPILING A UNION CATALOG

PUBLIC SERVICES

REFERENCE

_____REFERENCE COLLECTION

_____HOW TO USE INDEX MEDICUS

_____HOW TO USE CURRENT LIST OF MEDICAL LITERATURE

_____HOW TO USE QUARTERLY CUMULATED INDEX MEDICUS

_____CURRENT MEDICAL REFERENCES

_____AMERICAN MEDICAL DIRECTORY

_____HOSPITAL LITERATURE INDEX

_____MEDLARS

_____REFERENCE SEARCH FORMS

INTERLIBRARY LOANS

_____INTERLIBRARY LOAN FORMS

_____VERIFICATION OF JOURNAL ENTRIES

_____INTERLIBRARY LOAN RECORD KEEPING

_____THE KENTUCKY-OHIO-MICHIGAN REGIONAL MEDICAL LIBRARY PROGRAM.

CIRCULATION

_____CHECK-OUT SYSTEM

_____OVER DUES

_____BORROWERS LIST (CARDS)

PUBLIC INFORMATION

_____CURRENT JOURNAL DISPLAYS

_____CURRENT AWARENESS SERVICE

_____BULLETIN BOARD DISPLAYS

_____LIST OF BOOKS ACQUIRED

_____ _____

_____ _____

_____ _____

MISCELLANEOUS SUBJECTS

_____DESIGN FOR NEW LIBRARY WITHIN HOSPITAL

_____RELOCATION AND/OR REMODELING OF PRESENT FACILITIES

_____FURNITURE: _____ _____ _____

_____ _____ _____ _____

_____SEATING

_____EQUIPMENT _____ _____ _____

_____ _____ _____

_____NON-PRINT MATERIAL: AUDIO-DIGEST TAPES, FILMS, SLIDES,

RECORDS, TRANSPARENCIES, VIDEO TAPES, _____ _____

_____AUDIO-VISUAL EQUIPMENT: _____ _____

_____ _____

_____MICROFILM READER PRINTER

_____PHOTOCOPY EQUIPMENT

_____COPYRIGHT INFORMATION

OHIO VALLEY REGIONAL MEDICAL PROGRAM
REFERENCE REQUEST

DATE REQUESTED_____

TO BE COMPLETED BY REQUESTOR

DATE INFORMATION IS NEEDED

_____

NAME_____

ADDRESS_____TELEPHONE_____

SUBJECT OF INQUIRY (Define fully, include terms and synonyms under which material may be located, as well as aspects of specific interest, i.e., diagnosis, etiology, treatment, etc.)

_____

_____

_____

PURPOSE (case study, conference, paper, personal interest, etc._____

_____

SCOPE:

___ALL MATERIAL

___BOOKS

___JOURNALS

___ENGLISH LANGUAGE

___FOREIGN LANGUAGE (S) (SPECIFY) _____

YEARS TO BE COVERED: (INCLUSIVE DATES)

_____TO_____

HANDLING:

___SEARCH INDEX TOOLS IN THIS LIBRARY FIRST

___TYPE BIBLIOGRAPHY AND FORWARD

___CALL WHEN READY

___PUT ON RESERVE

___PHOTOCOPY

___REFER TO UNIVERSITY OF LOUISVILLE MEDICAL SCHOOL LIBRARY IF NECESSARY

____TYPE BIBLIOGRAPHY AND FORWARD

____PHOTOCOPY MOST RELEVANT ARTICLES, ETC.

____SEND MOST RELEVANT BOOKS, ETC.

_____

TO BE COMPLETED BY LIBRARIAN: DATE TAKEN _____BY _____

SOURCE TEL _____LTR_____LIB_____

INDEX TOOLS, INDICATE YEARS SEARCHED:

INDEX MEDICUS_____EXCERPTA MEDICA_____

BIOL. ABST. _____SCI. CIT. INDEX_____

CHEM. ABST. _____OTHER_____

SUBJECT HEADINGS:

OHIO VALLEY REGIONAL MEDICAL PROGRAM

SURVEY CHECK LIST

PRE-SURVEY:

_____ INTRODUCTORY LETTER

DATE MAILED: _____

TELEPHONE ON: _____

SURVEY DATE: _____

TIME: _____

_____ EXTENSION SERVICE BROCHURE

_____ M.L. QUESTIONNAIRE

_____ CHECK TAPE RECORDER, ETC.

SURVEY:

_____ REFERENCE REQUEST FORMS (10)

_____ INTERLIBRARY LOAN FORMS (5)

_____ ABRIDGED INDEX MEDICUS SAMPLE AND/OR ORDERING INFORMATION

_____ LIBRARY SUPPLY CATALOGS: BRODART____, DEMCO_____, GAYLORD_____

_____ PRE-ADDRESSED STAMPED ENVELOPE
KY. DEPARTMENT OF HEALTH FILM INFORMATION

_____ UTILIZATION REVIEW: HANDBOOK FOR THE MEDICAL STAFF (AMA)

POST SURVEY:

LIBRARY PROFILE: DATE COMPLETED _____

CONSULTATION FORM:

ATTITUDINAL PROFILE: DATE COMPLETED _____

✓ ASSEMBLED
✓ LEFT WITH HOSPITAL

CONFIDENTIAL

ATTITUDINAL PROFILE:

Section 1: Librarian

Attitude toward physicians:

Attitude toward hospital staff:

Attitude toward O.V.R.M.P.:

Attitude toward administration:

Comments:

Section 2: Administration

Attitude toward O.V.R.M.P.:

Attitude toward library/librarian:

Comments:

1. Is area of interest within library field? Yes_____ No_____

2. Observed ability to grasp library functions.

   A. excellent B. good C. fair D. somewhat poor E. poor

3. Ability to act independently.

   A. excellent B. good C. fair D. somewhat poor E. poor

4. Confidence in capacity as librarian.

   A. excellent B. good C. fair D. somewhat poor E. poor

5. General attitude toward library.

   A. enthusiastic B. positive C. indifferent D. negative

6. Ability to communicate on all levels.

   A. excellent B. good C. fair D. somewhat poor E. poor

7. Acceptance of O.V.R.M.P. in consultation services.

   A. excellent B. good C. fair D. somewhat poor E. poor

8. Wants consultant to perform duties.

   A. never B. a little of the time C. some of the time
   D. good part of the time E. most of the time

9. Degree of rapport with interviewer.

   A. excellent B. good C. fair D. somewhat poor E. poor